

Dear Councillors, you are summoned to attend a meeting of Loddon Town Council, to be held in the Hollies Rear Hall, High Street, Loddon on Wednesday 11 December 2024 at 7.00pm.

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

**Signed:** *Emily Curtis* (Town Clerk)

**Dated:** 5 December 2024

## AGENDA

1. **Welcome and meeting etiquette (note if anyone wishes to record the meeting)**
2. **To note Cllr Sue Utting's resignation and to consider co-opting to fill the Cllr vacancy/vacancies**
3. **To receive and consider apologies for absence and consider accepting them**
4. **To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
5. **To approve as a correct record, the Minutes of the meeting held on the 13 November 2024**
6. **To receive an update on matters arising from previous meetings** (not on this agenda)
  - 6.1: Staithe and Staithe Footbridge
  - 6.2: Community Orchard
  - 6.3: Staithe Toilet Ownership
  - 6.4: Library Annexe Refurbishment
  - 6.5: Meeting with South Norfolk District Cllrs and SNC
  - 6.6: Nayax Card Reader on the DDA door at the Staithe
  - 6.7: Christmas lights and Christmas tree
  - 6.8: Defibrillator at the Staithe
  - 6.9: Parish Partnership Bid for a pedestrian access for the Jubilee Hall
  - 6.10: TRO on High Bungay Road
7. **Public Forum**
  - 7.1: County/District Councillor Kay Mason Billig
  - 7.2: District Councillor Jeremy Rowe
  - 7.3: Public Forum
8. **To receive reports from Council** (for information only and previously circulated)
  - 8.1: Chairman's Report
  - 8.2: Councillors' Reports (including Outside Representative Roles)
  - 8.3: Clerk's Report
  - 8.4: Administration and Allotment Officer's Report
  - 8.5: Parish Warden's Report
  - 8.6: Data Protection Matters
9. **To receive the finance report from the Responsible Finance Officer**
  - 9.1: To receive the Bank Reconciliation to 30 November 2024
  - 9.2: To approve accounts for payment in accordance with the Budget (list tabled)

- 9.3: To consider the draft 2025/26 budget
- 9.4: To review the 2025/26 Allotments Garden rents
- 9.5: To receive an update on the Library Annexe Rent Review
- 9.6: To consider a grant application from Loddon Community Gym
- 9.7: To consider the report on the proposed expenditure of the Pride in Place grant

**10. Planning** *(Please see the Planning Schedule (attached to the minutes) for all applications)*

- 10.1: To receive an update on the St George's Park Development
- 10.2: To consider a response to planning applications received from South Norfolk Council
  - **2024/3309** - Demolition of existing buildings and erection of a care home
  - **2024/1134** - Erection of 4 no. bungalows for supported living
  - **2024/1189** - Retrospective 2.2m fence, proposed painting of fence with shrub planting
- 10.3: To note decisions on planning applications by South Norfolk Council
- 10.4: To consider planning applications received from Broads Authority
- 10.5: To note decisions on planning applications by Broads Authority
- 10.6: Broads Authority Design Guide and Code Supplementary Planning Document

**11. Public Open Space, Assets and Highways**

- 11.1: To receive the Sam2 reports for information
- 11.2: To consider the purchase of Saffron Land adjacent to Crossways Terrace
- 11.3: To consider a response to NCC's consultation on streetlighting

**12. Governance:**

- 12.1: To review the existing Small Grants Policy
- 12.2: To review the existing Health and Safety Policy
- 12.3: To review the existing Social Media Policy
- 12.4: To review the existing Community Engagement Policies
- 12.5: To review the existing CCTV Policy
- 12.6: To consider appointing a representative to the Jubilee Hall - Loddon
- 12.7: To consider forming a Governance and Finance Committee
- 12.8: To receive an update on the L & C Playing Field Committee Terms of Reference
- 12.9: To consider the Terms of Reference for Chet Valley Events Working Party

**13. To receive updates from:**

- 13.1: Chet Valley Events Working Party
- 13.2: Loddon & Chedgrave Playing Field Committee (and Tennis Subcommittee)
- 13.3: Chet Neighbourhood Plan Steering Group
- 13.4: Love Loddon Community Group
- 13.5: Chet Valley Community Larder
- 13.6: Jubilee Hall - Loddon

**14. To consider correspondence received and determine a response if required**

**15. To consider any items for a future agenda**

**16. Date of next full Council meeting:** Wednesday 8 January 2025 at 7.00pm. Hollies Rear Hall. (Agenda items to Clerk by the 1 January 2025).

**17. Exclusion of public and press:** To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)

**18. To receive an update on grants and agree any necessary action**

**19. To consider Loddon's community spaces and any necessary action**

**20. To consider an update from Clear Councils**

**21. To receive an update from the Personnel Committee and agree any necessary actions**